

Directions for the Annual Report of English Language Proficiency for LEP Students

1. Enter School District Code, School District Name and Building Name.
2. Use one form for each school building for which you are reporting results.
3. List results for LEP students in each grade.
4. Test(s) Used: Enter the name of the test or the names of the battery of tests used to derive the composite score for the student's level of proficiency. Several tests are currently in use throughout the state. This is a partial list of the tests that schools have reported to OFS that they are using: IPT Oral Language Proficiency Test, LAS Language Assessment Scales, WMLS Woodcock Munoz Language Survey, BVAT Bilingual Verbal Ability Test.
5. Dates of Testing: Enter the date or range of dates during which students in each grade were tested for English language proficiency.
6. Total Number of LEP Students Enrolled: Enter the number of students at each grade level that were designated LEP by your school or district. If you have tested a student for English language proficiency more than one time during the school year, please just record the most recent data for that student. Do not count the student more than once.
7. Total Number of LEP Students Tested: This number is usually identical to the number of LEP students enrolled but may differ slightly.
8. Students at Level 1, Level 2, etc.: Record the number of students at each grade level who were tested and scored within the various levels of proficiency. Different tests use a different number of levels and differing descriptions of the proficiency at each level. Refer to the test administration manual that accompanies the test you have used for a description of the proficiency levels. Please use the number of columns needed for your testing results.
9. Total: The total of students reported at each level for each line should equal the total number of students tested for each grade. Total columns are provided as a visual check of your data reported.
10. Enter Contact name and phone number in case there are questions or clarifications needed for your data.
11. Please send or fax all forms to the Office of Field Services by **Monday, June 16, 2003** as indicated below.

Office of Field Services
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

Fax: 517-335-2886